

# California Integrated Waste Management Board

## Plastic Recycling Technologies Section

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# California's Rigid Plastic Packaging Container (RPPC) Law

## Directions for Completing Certification Forms and Data Sheets

### Deadline for Returning Forms and Data Sheets

Your company is required to return a completed certification package with all required certification forms and data sheets **postmarked no later than 90 days after receipt of this package.**

Consequently, you must ensure that container manufacturers receive and then return to you the RPPC Container Manufacturer Certification Form(s) and Container Manufacturer Data Sheet(s) in time for you to meet the 90-day deadline.

According to Title 14 of the California Code of Regulations, section 17946(e), one 30-day extension may be granted where the company provides evidence of good cause. In order to request an extension please send a written request to this office before the end of the initial 90-day period. No extension requests postmarked after the initial 90-day period will be processed. Board staff will review the request and inform the company's contact person whether or not the extension will be granted.

Regulation information is available on line at:  
[www.ciwmb.ca.gov/regulations/title14/ch4a3a.htm](http://www.ciwmb.ca.gov/regulations/title14/ch4a3a.htm)

### Completing the Forms

Your company must complete the Product Manufacturer Certification Form and Data Sheet(s).

You may need to obtain specific information for the containers your company used in the specified calendar year from your container manufacturer(s) or supplier(s).

#### **Step 1:**

Send a copy of the RPPC Container Manufacturer Certification Form and Container Manufacturer Data Sheet to each container manufacturer or supplier from whom you purchased containers. Early

transmittal of the forms to these entities is recommended to give them enough time to fill out and return to your company. Your company is responsible for following up with your container supplier(s) or container manufacturer(s), to ensure the timely submittal of your certification package to the Board.

In some cases, you may have produced some of your own containers. If so, then please fill out the appropriate information on the container manufacturer sheets as well as on the product manufacturer sheets.

#### **NOTE:**

All information provided on the Product Manufacturer Data Sheet(s) must be verifiable and correlate with the Container Manufacturer Data Sheet(s).

#### **Step 2:**

Your company must compile and submit all signed and completed forms and data sheets from all container manufacturers and all signed and completed product manufacturer forms and data sheets. All required information must be submitted regardless of its confidential/proprietary nature. The Board will maintain the confidentiality of any information you have designated as proprietary, as allowed by law. Please use the designation "c/p" next to any information, or at the top of any column of information, which you would like to be kept confidential. Incomplete submittals may be subject to penalties as described in Title 14, California Code of Regulations, Section 17949.

#### **Step 3:**

Make copies for your records and mail the completed certification package via certified mail to:

California Integrated Waste Management Board  
RPPC Certification Section; MS #12  
1001 I Street  
Sacramento, CA 95814